JOB AID

Schedule of Classes: Add/Update Course Section

2/2/2021

Student Information System
MICHIGAN STATE UNIVERSITY

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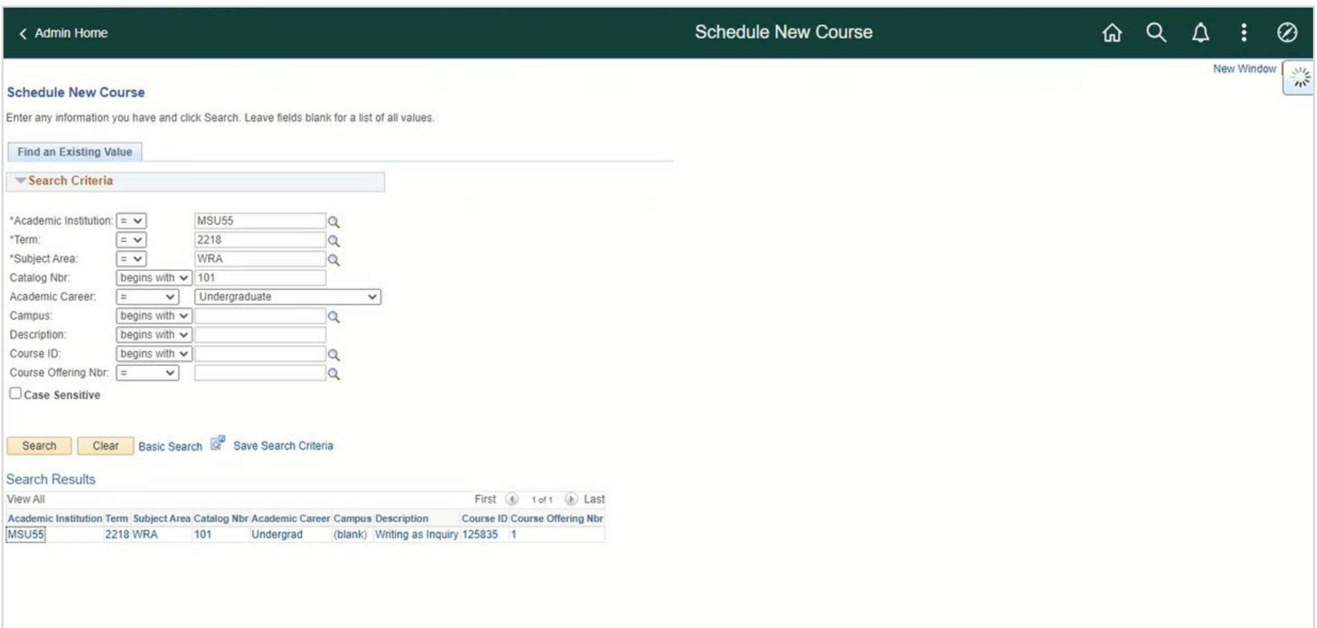
Schedule of Classes: Add/Update Course Section

New classes can be scheduled for courses that have been added to the Course Catalog and are in “active” status. If you always navigate to Schedule New Course, you will be able to add a new class to the term, update an existing class that has already been scheduled in the term, or delete a class section.

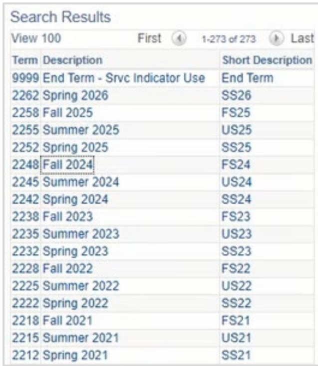
Add/Update Course Section

Navigation: Navigator > Curriculum Management > Schedule of Classes > Schedule New Course



Find Course

1. Enter the following **Search Criteria** for the class you would like to edit:
   - **Academic Institution**: MSU55
   - **Term**: Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.


Search Results
View 100 First 1-273 of 273 Last

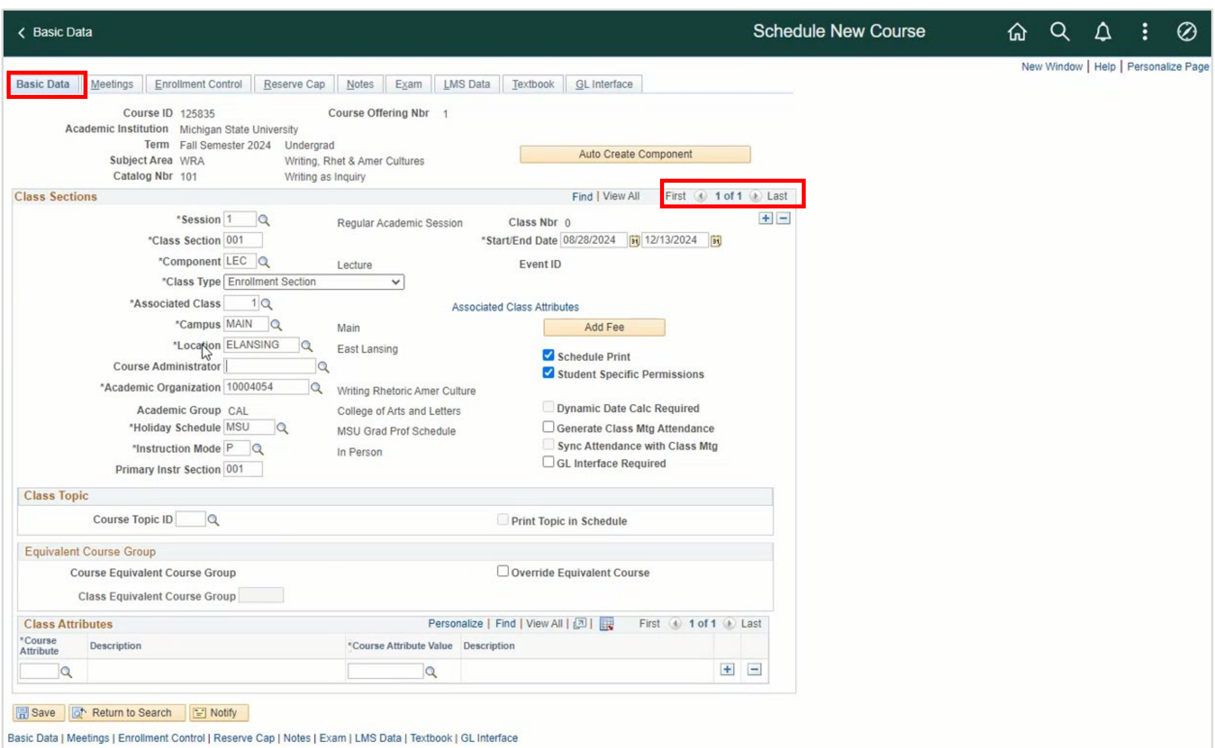
Term	Description	Short Description
9999	End Term - Srvc Indicator Use	End Term
2262	Spring 2026	SS26
2258	Fall 2025	FS25
2255	Summer 2025	US25
2252	Spring 2025	SS25
2248	Fall 2024	FS24
2245	Summer 2024	US24
2242	Spring 2024	SS24
2238	Fall 2023	FS23
2235	Summer 2023	US23
2232	Spring 2023	SS23
2228	Fall 2022	FS22
2225	Summer 2022	US22
2222	Spring 2022	SS22
2218	Fall 2021	FS21
2215	Summer 2021	US21
2212	Spring 2021	SS21

- **Subject Area**: Enter if known or click the look-up button and select from the list.
- **Catalog Number:** Enter the course number.

2. Click the **Search** button. Select the course from the Search Results list.

Add/Update Basic Data (Class Type, Associated Courses, Class Attributes)

The Schedule New Course page will open with the **Basic Data tab** showing.



The header at the top of the page will contain course details, including:

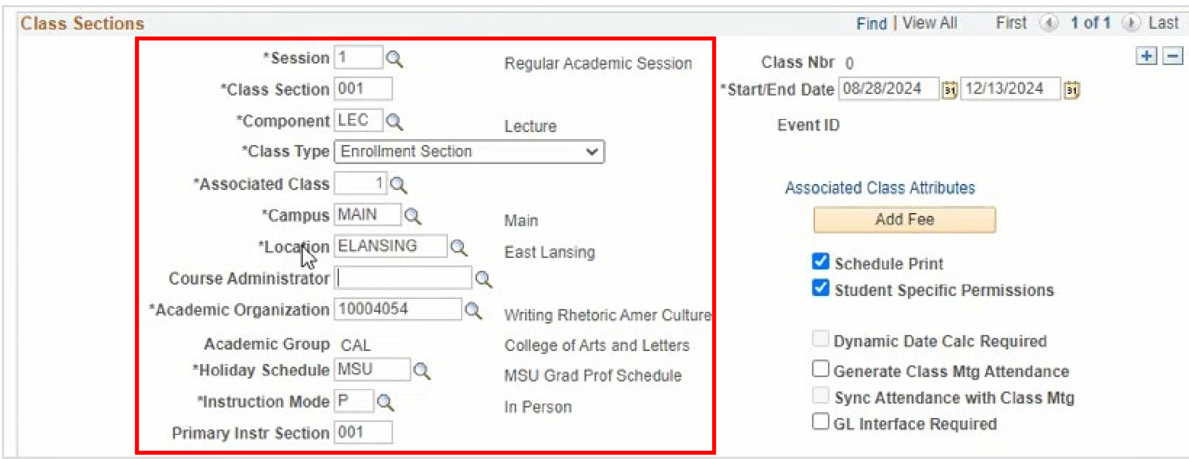
- Course ID

- Offer Number: Identifies which Department or Academic Organization owns this course
- Subject Area
- Catalog Number

Note: Because this is the first section we are adding for the term, the Class Sections is displaying page **1 of 1**. If there are already class sections for this course, the display will indicate *1 of 2,* or *1 of 5,* etc.

If more than one class section exists, you must click the **[+] Add a New Row** button before entering details for a new class section.

3. Complete **Class Section** details as follows:



a. **Session**: Defaults to Regular ("1"). When you click out of the field, the **Start/End Date** values will auto-populate.

b. **Class Section**: Enter 4-character alphanumeric field that should be unique for each section of the same course.

c. **Component**: This field defaults from the component defined on the course.

   Note: When scheduling a multi-component class, you must schedule and save the primary component first before attempting to schedule any additional components.

d. **Class Type**: Defaults to **Enrollment Section**. If this is a multi-component class:

   i. For the primary component, the class type should be *Enrollment Section*

   ii. For secondary components of a multi-component course (such as lab or recitation), the class type should be *Non-Enroll*.

e. **Associated Class**: The system auto-populates this value.

f. **Campus**: Will default to MAIN.

g. **Location**: Will default to ELANSING. Change the location if the class is being offered in a different location.

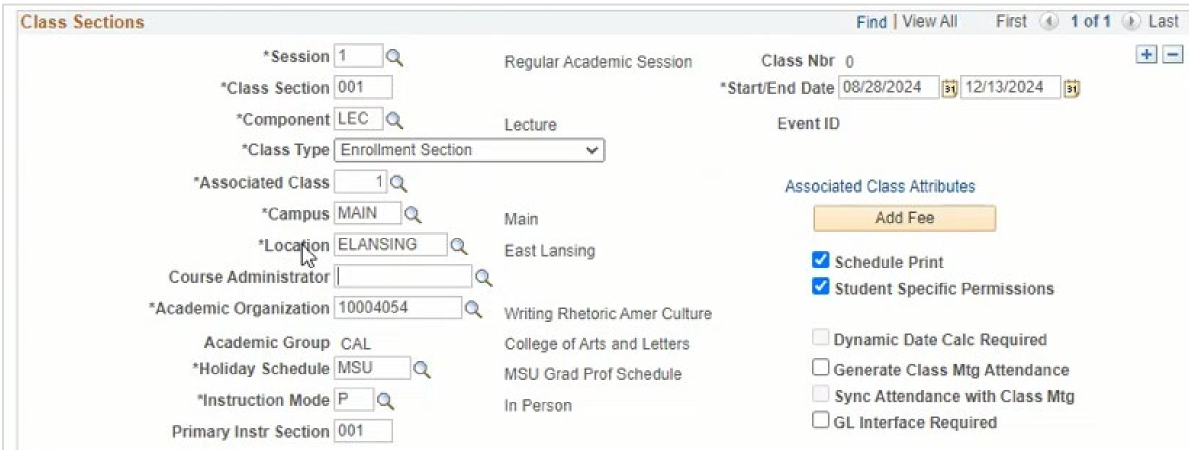
h. **Course Administrator**: Leave blank; MSU is not using this functionality currently.

i. **Instruction Mode**: Will default to P (“in person”). Other options include:

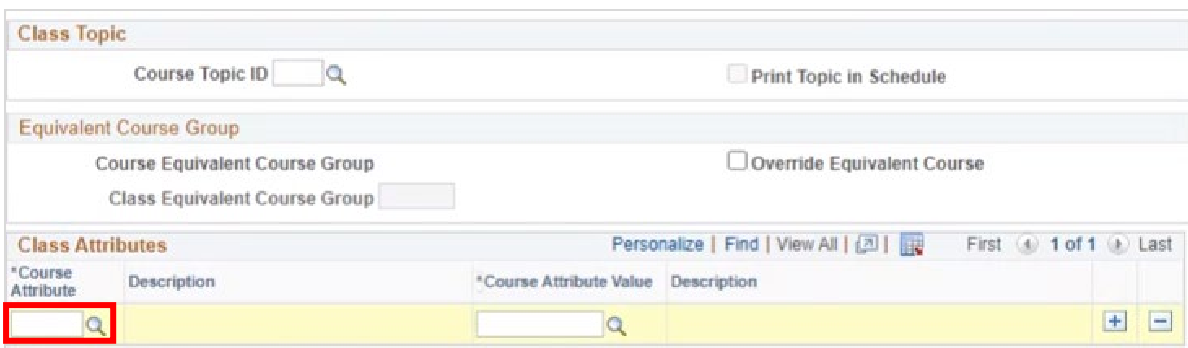
   i. **Hybrid**

   ii. **Online**

j. **Primary Instr Section**: Defaults to the same value inserted in the Class Section field.



Note: All other values (*Schedule Print*, *Student Specific Permissions*, etc.) will default based on the data already entered in the Course Catalog.



k. **Course Topic ID:** Leave blank. MSU is not using this functionality currently.

l. **Equivalent Course Group**: Defaults from the Course Catalog. Changes should not occur in this section. All changes should occur at the course level.

   Class Attributes: Will be used to identify specific characteristics regarding the course and make the attribute searchable in the public class search.

   Colleges and Departments will be responsible for adding class attributes by clicking the **Course Attribute Look-up button** and selecting the appropriate attribute.

   For example, if this course satisfies the requirement for Tier II Writing, adding the *TR2 Tier II Writing* attribute will bring up this course when a student is searching for courses that meet that specific requirement.

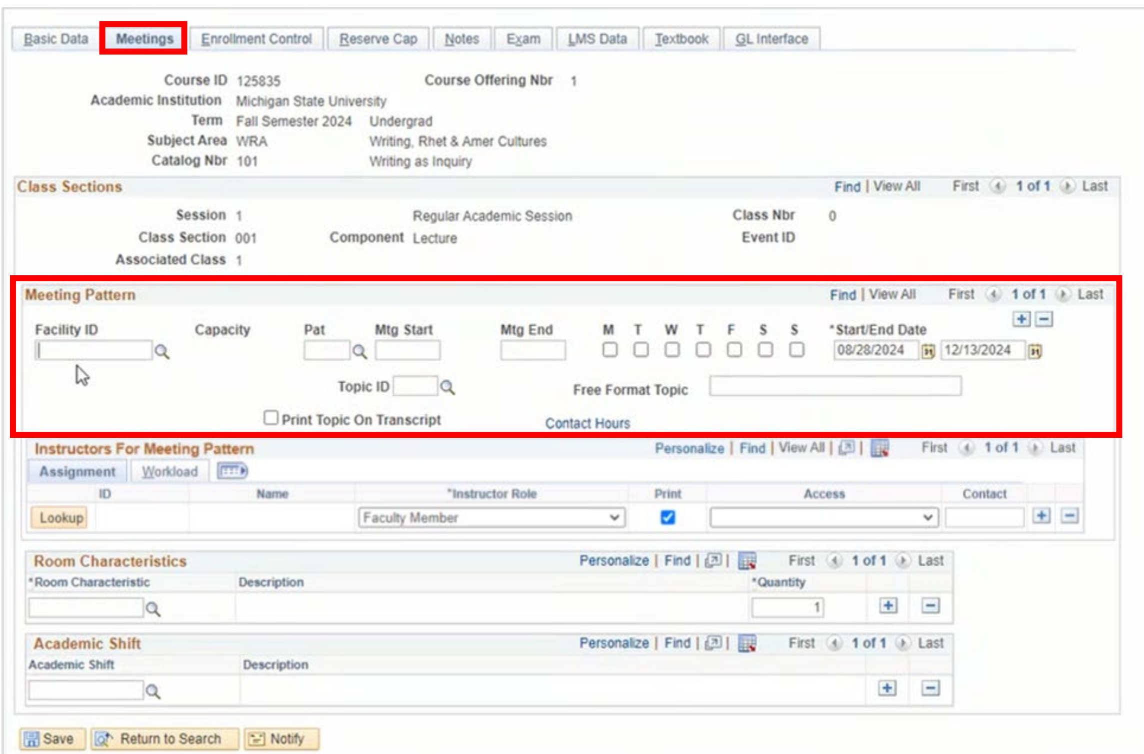
Course Attribute	Description
ARR	Arranged Hours
CURR	Curriculum Management
DIV	University Diversity
ENTR	Entrepreneurship & Innovation
HON	Honors
OFF	Off Campus Locations
REM	Remedial-Developmental Prep
SPC	Special Enrollment Courses
TR2	Tier II Writing
TRAN	Transfer General Credit

4. Click the **Save** button at the bottom of the page. This will officially create this class for the term.

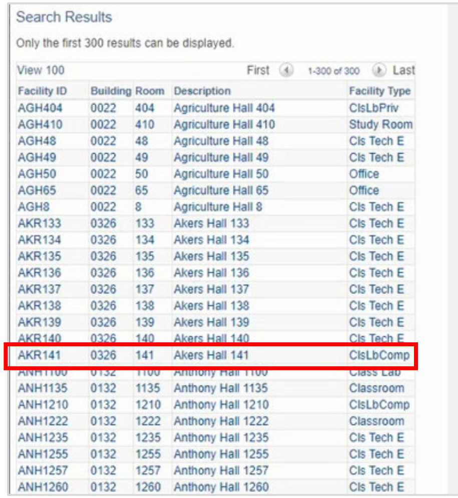
Next, we will assign a meeting pattern.

Add/Update Meeting Pattern (Days, Times and Instructors)

5. Click the **Meetings** tab.



6. Enter **Meeting Pattern** details as follows:
   a. **Facility ID**: Click the look-up button and select a location from the list (e.g., *Akers Hall 141)*



Search Results

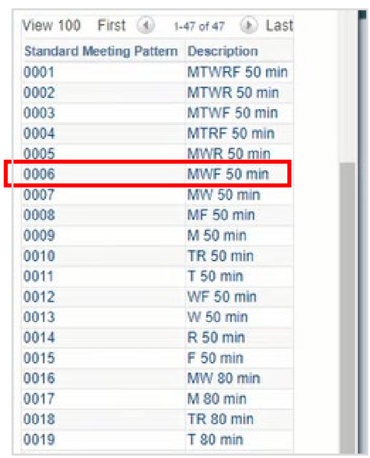
Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Facility ID	Building	Room	Description	Facility Type
AGH404	0022	404	Agriculture Hall 404	ClsLbPriv
AGH410	0022	410	Agriculture Hall 410	Study Room
AGH48	0022	48	Agriculture Hall 48	Cls Tech E
AGH49	0022	49	Agriculture Hall 49	Cls Tech E
AGH50	0022	50	Agriculture Hall 50	Office
AGH65	0022	65	Agriculture Hall 65	Office
AGH8	0022	8	Agriculture Hall 8	Cls Tech E
AKR133	0326	133	Akers Hall 133	Cls Tech E
AKR134	0326	134	Akers Hall 134	Cls Tech E
AKR135	0326	135	Akers Hall 135	Cls Tech E
AKR136	0326	136	Akers Hall 136	Cls Tech E
AKR137	0326	137	Akers Hall 137	Cls Tech E
AKR138	0326	138	Akers Hall 138	Cls Tech E
AKR139	0326	139	Akers Hall 139	Cls Tech E
AKR140	0326	140	Akers Hall 140	Cls Tech E
AKR141	0326	141	Akers Hall 141	ClsLbComp
ANH1100	0132	1100	Anthony Hall 1100	Class Lab
ANH1135	0132	1135	Anthony Hall 1135	Classroom
ANH1210	0132	1210	Anthony Hall 1210	ClsLbComp
ANH1222	0132	1222	Anthony Hall 1222	Classroom
ANH1235	0132	1235	Anthony Hall 1235	Cls Tech E
ANH1255	0132	1255	Anthony Hall 1255	Cls Tech E
ANH1257	0132	1257	Anthony Hall 1257	Cls Tech E
ANH1260	0132	1260	Anthony Hall 1260	Cls Tech E

Note: Room assignments made in CS will not be able to check conflicts or indicate if the selected room is unavailable.

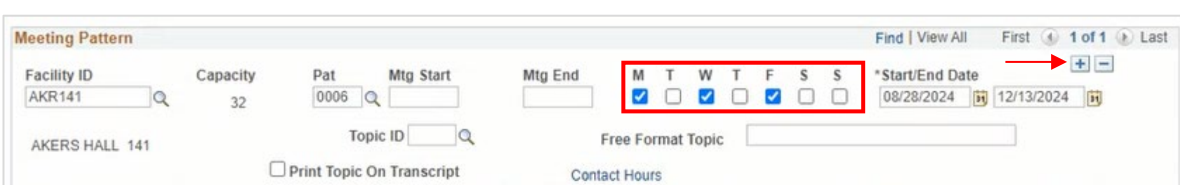
b. **Pat**: To use a standard meeting pattern, click the look-up button and select a meeting pattern from the list (e.g., *0006 MWF 50 min*)



View 100 First 1-47 of 47 Last

Standard Meeting Pattern	Description
0001	MTWRF 50 min
0002	MTWR 50 min
0003	MTWF 50 min
0004	MTRF 50 min
0005	MWR 50 min
0006	MWF 50 min
0007	MW 50 min
0008	MF 50 min
0009	M 50 min
0010	TR 50 min
0011	T 50 min
0012	WF 50 min
0013	W 50 min
0014	R 50 min
0015	F 50 min
0016	MW 80 min
0017	M 80 min
0018	TR 80 min
0019	T 80 min

Once you select a Meeting Pattern, the system will automatically populate the meeting days (e.g., *MWF*)



c. **Mtg Start**: Enter start time (e.g., *8:00AM*).

Pressing tab here will auto-populate Mtg End time based on the meeting pattern selected.

d. **Mtg End:** Will auto-populate based on the Mtg Start (e.g., *Mtg End 8:50AM* for a *50 min* meeting pattern).

Note: When classes meet at different times on different days (e.g., Tuesday 8:00 – 8:50 a.m. and Thursday 8:30 – 9:20 a.m.), two or more meeting patterns need to be created. To do this, add an additional row by clicking the **[+] Add a New Row button** in the upper right of the **Meeting Pattern** section.

e. **Start/End Date**: Will auto-populate based on the Term for the course.

Note: If the **Start/End Date** need to be changed, you must first change it on the **Basic Data** tab, before making changes on the **Meetings** tab

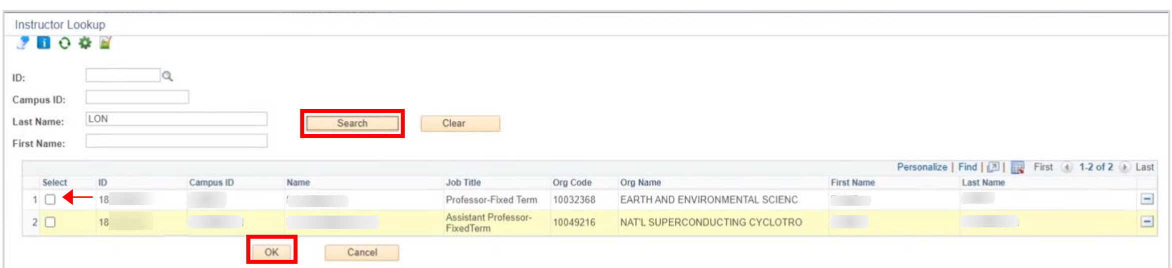
f. **Topic ID**: Leave blank. This field may be used in the future for Study Abroad classes.

g. **Free Format Topic**: Leave blank.

h. **Print Topic on Transcript**: Leave unchecked.

7. **Instructors for Meeting Pattern**:

a. **ID:** Click the **Lookup** button. The Instructor Lookup page will open.



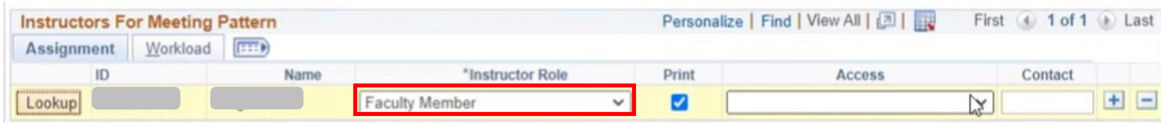
i. Enter search criteria (Campus ID, Last Name, etc.)

ii. Click the **Search** button.

iii. Select the **Checkbox** for the Instructor

iv. Click **OK**

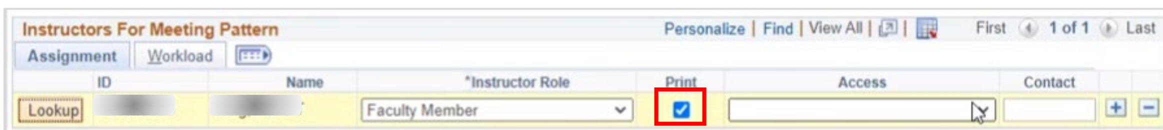
b. **Instructor Role**: Click the drop-down and select from the following:



i. Faculty Member (Default)
ii. Graduate Assistant
iii. Undergrad Teaching Assistant
iv. Volunteer

c. **Print**: Check the box if the Instructor Name should be printed in the class schedule.

Note: Graduate Assistant and Undergraduate Assistant designations will not show in the Class Schedule.

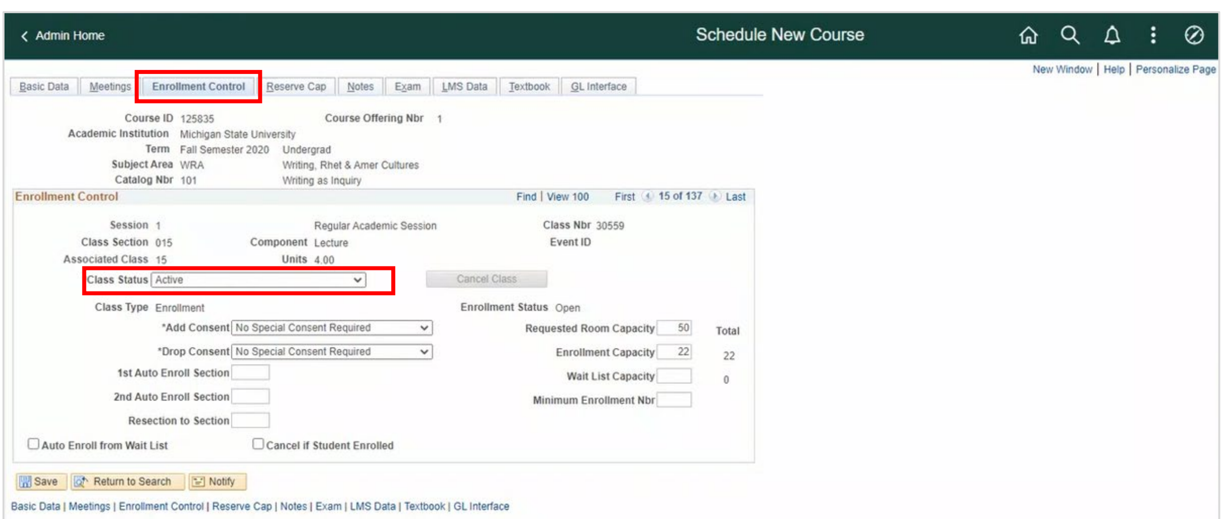


d. **Access**: Leave blank as this functionality is not currently being used.

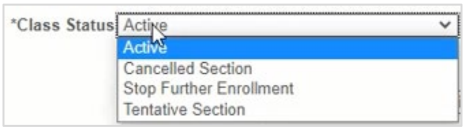
Next, we will define enrollment parameters for the course.

Add/Update Enrollment Parameters (Room, Enrollment and Waitlist Capacity)

8. Click the **Enrollment Control** tab and complete the following:



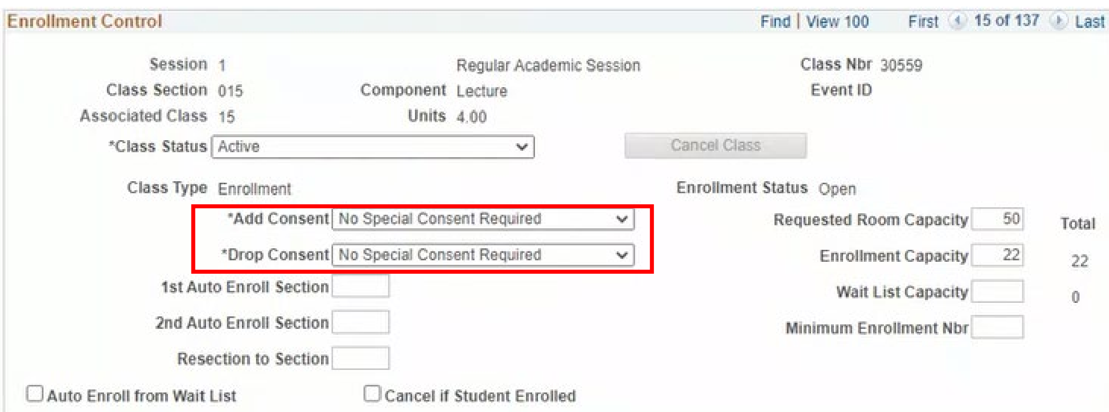
a. **Class Status**: Will default to *Active.* (The class will only display in the class search when the status is *Active*.)



The following status values are available:

- **Active:** Section available for enrollment and appears in class search.
- **Cancelled Section:** Cancelling a section will drop all students from the class. Once a class is cancelled, it will not appear in class search.
- **Stop Further Enrollment:** Class remains active but prevents further enrollment. The class is not visible in class search.

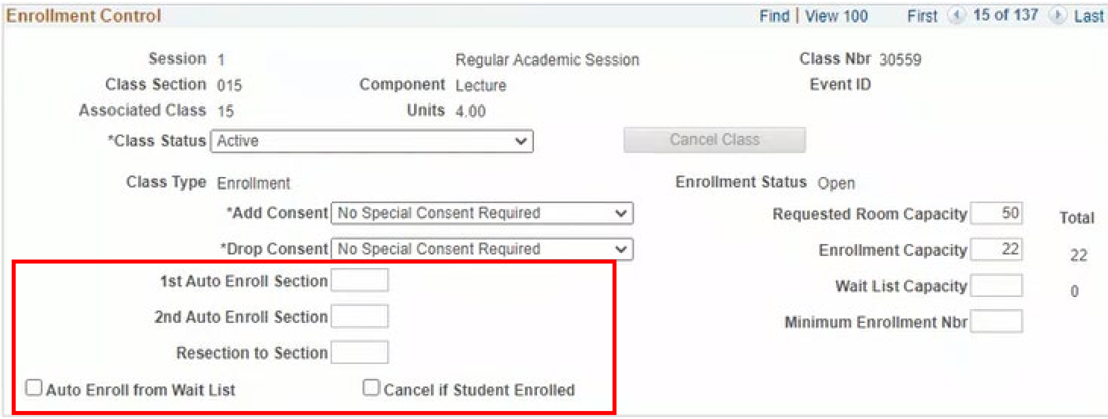
- **Tentative Section:** Does not display in class search; does not allow enrollment.



b. **Add Consent/Drop Consent:** The default value is *No Special Consent Required*. Students will be able to enroll or drop the class without departmental or instructor consent.

The other options for this field are:

- **Department Consent Required**: student will not be able to enroll or drop the class without permission from the department.
- **Instructor Consent Required**: the student will not be able to enroll or drop the class without permission from the instructor.



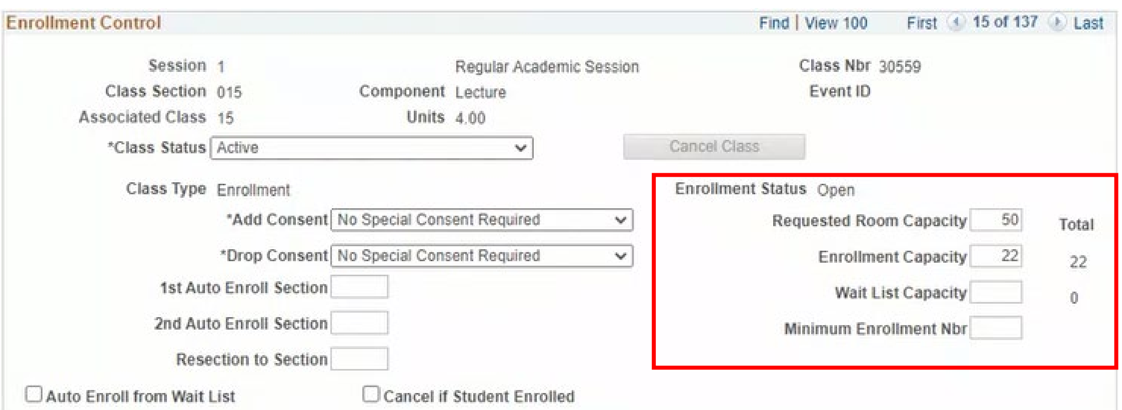
c. **1st Auto Enroll Section:** Leave blank**.**

d. **2nd Auto Enroll Section**: Leave blank.

e. **Resection to Section**: Leave blank.

f. **Auto Enroll from Wait List:** MSU will use the waitlist function for all classes. This box will default to checked.

g. **Cancel if Student Enrolled:** If you wish to cancel a class and students are enrolled, you need to check this box before cancelling the class. Checking this box and then cancelling the class will cause the students to be automatically dropped from the class.



h. **Enrollment Status:** Will update automatically based on the enrollment total compared to the enrollment capacity. Will display either **Open** or **Closed**.

i. **Requested Room Capacity:** Enter the desired room size.

Note: This is informational only; the system will not enforce this field for enrollment. An audit query will be created in order to check enrollment against the room capacity.

j. **Enrollment Capacity:** Enter the capacity limit for the class.

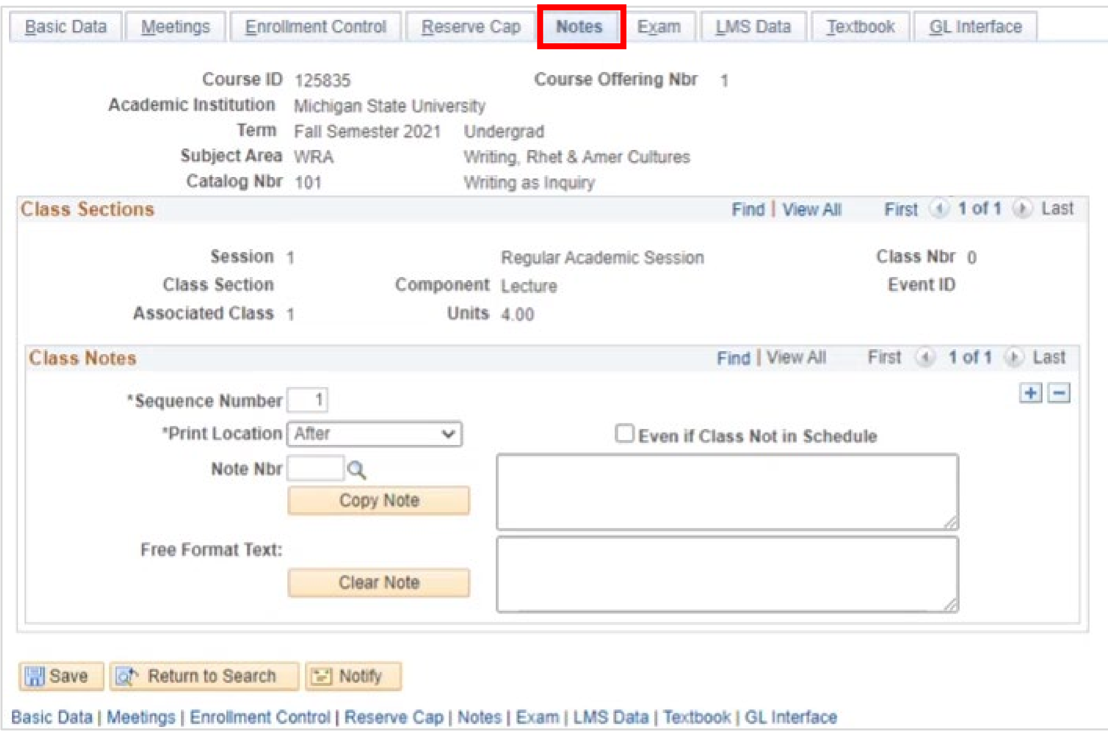
Note: The system will enforce this limit when students enroll in classes.
The enrollment capacity should not exceed the requested room capacity. There will be custom features to enforce the relationship between enrollment capacity and requested room capacity.

k. **Wait List Capacity:** The wait list capacity will be set to 9999. The wait list function will automatically enroll students on the wait list in numerical order as space becomes available (students from the enrolled section drop themselves) through the add period for each semester.

l. **Minimum Enrollment Nbr:** Information only; enter the minimum number of students to be enrolled in the class.

Add/Update Notes for the Section

9. Click the **Notes** tab and complete the following to enter text for the class section:



a. **Sequence Number:** Automatically increments when adding additional notes.

b. **Print Location:** Defaults to *After* to print the note after the class section information in the catalog. You can change this option to *Before*, if desired.

   Note: This applies only if you plan to use the delivered printed schedule report.

c. **Note Nbr:** Leave blank. MSU does not currently have pre-defined notes.

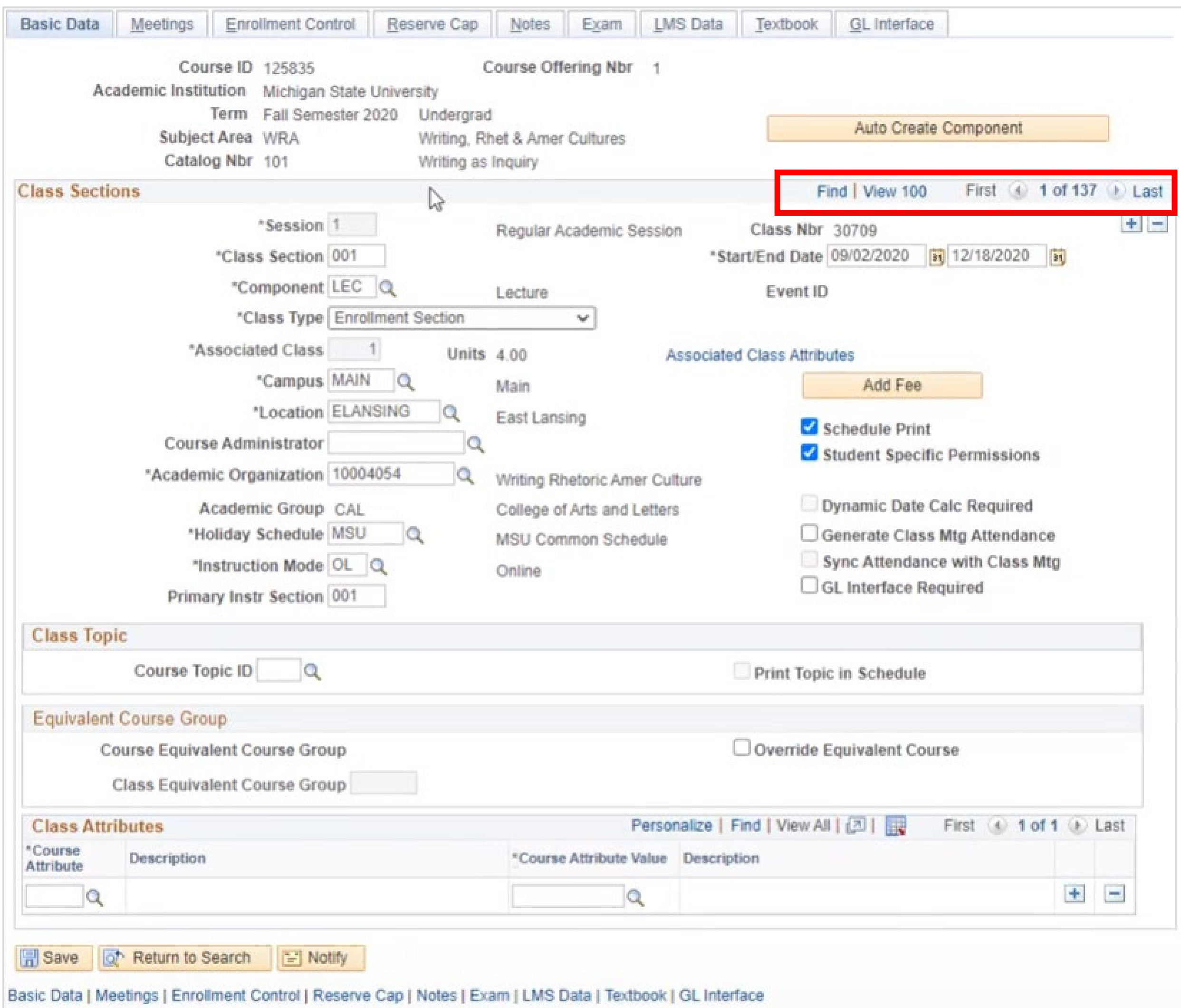
d. **Free Format Text:** Enter the text for the note.

To add an additional note, click the **[+] Add a Row** button and enter the additional note text into the **Free Form Text** field.

e. **Even if Class Not in Schedule**: Leave checkbox as is.

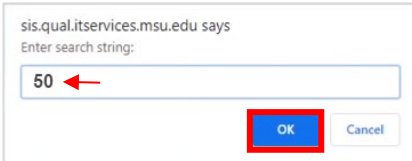
Find/Delete a Course Section

If you want to delete a specific section of a multi-section course, you can use the **Find** option to navigate directly to the section.

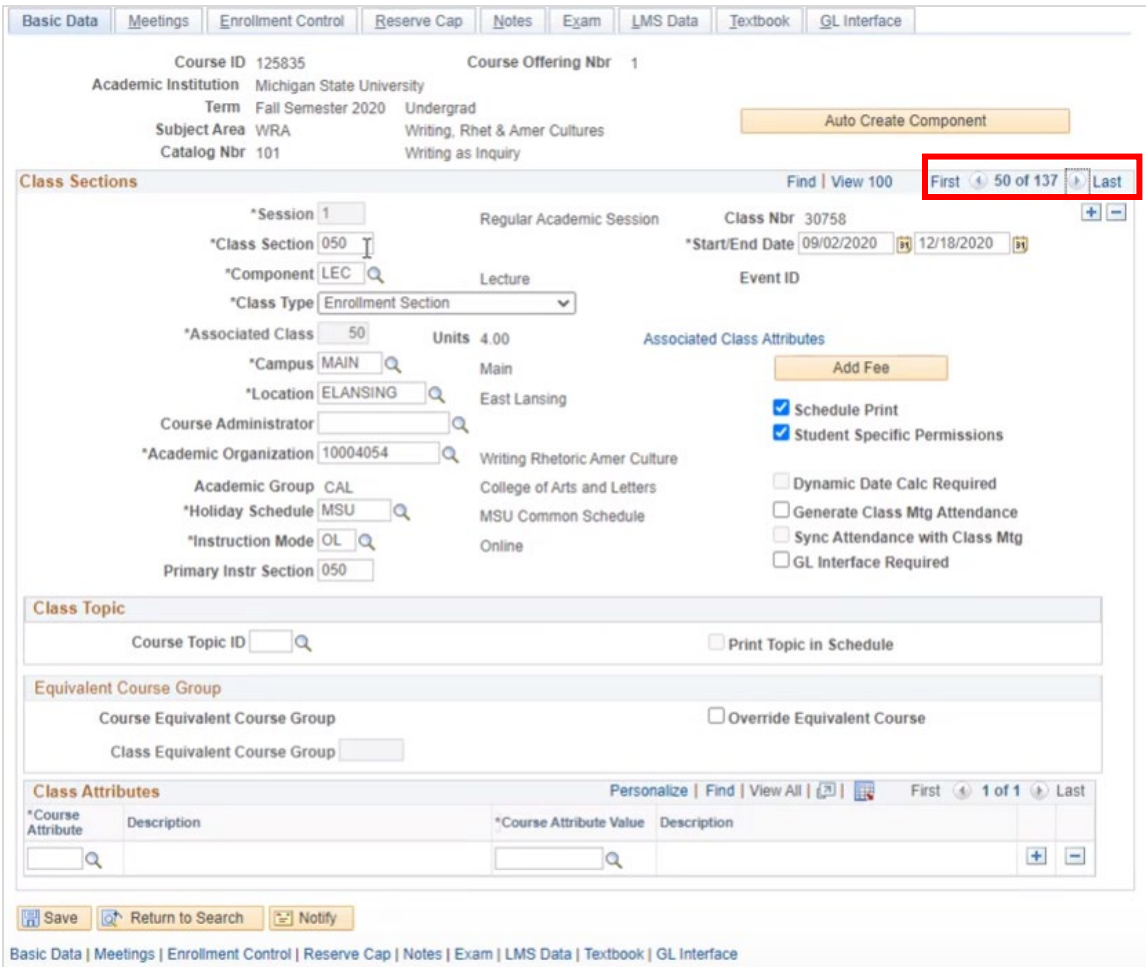


In this screenshot above, if you are viewing ***Section 1 of 137***, and wish to navigate to ***Section 50***:

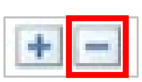
10. Click **Find**. A dialog box will open for you to enter the section number you wish to advance to.



11. Type the section number (e.g., *50*) and click **OK**. The designated section will display.



12. Make any necessary changes to the section or delete the section entirely by clicking the **[-] Delete Row** button.



13. Click **Save**.

Note: If you delete all sections, and there are no sections attached to a course, then the course will not show up in the Course Catalog for students to register.